

# Annapolis Police Department



## GENERAL ORDER

**Number: E.2**

**Issue Date: November  
1999**

**TO:** All Personnel

**SUBJECT:** Collision Investigation by the Traffic Safety Unit (T.S.U.)

### **PURPOSE**

The purpose of this General Order is to establish the duties and responsibilities of the Traffic Safety Unit (T.S.U.) regarding the investigation of traffic collisions.

### **POLICY**

It shall be the policy of the Annapolis Police Department that the Traffic Safety Unit is to investigate any collisions involving a fatality, or from which a fatality appears imminent as a result of injuries sustained in the collision, and all departmental collisions involving serious personal injury. Additionally, it shall be the responsibility of the Traffic Safety Unit, when there is a T.S.U. officer on duty, to investigate collisions involving serious personal injury and departmental collisions or collisions involving vehicles owned by the City of Annapolis. Serious personal injury shall be interpreted to mean an incapacitating injury requiring immediate hospital treatment.

#### **I. Required Action**

##### **A. When Traffic Safety Unit is On-duty**

1. When an officer from the Traffic Safety Unit is on duty, the Traffic Safety Unit will be responsible for investigation of the following:
  - a. Collisions involving a fatality.
  - b. Collisions involving serious personal injury.
  - c. Departmental collisions, whether or not a personal injury is involved.

- d. Collisions involving any City-owned vehicle, whether or not a personal injury is involved.
  2. When the Communications Section receives a call involving one of the above categories, an available T.S.U. officer will be assigned the call.
  3. If additional assistance is required for traffic direction or crowd control, the Communications Section shall dispatch the closest available patrol unit.
- B. When Traffic Safety Unit Not On-duty
1. Due to the limited size of the Traffic Safety Unit, there will be times when there is no T.S.U. officer on duty. There will, however, be a T.S.U. duty officer or reconstructionist, subject to recall for any of the following categories of traffic collisions:
    - a. Collisions involving a fatality.
    - b. Collisions in which a fatality appears to be imminent as a result of injuries sustained in the collision.
    - c. Departmental collisions involving a serious personal injury.
  2. The Communications Section will initially notify a patrol unit to respond to the collision scene. It will be the duty of the supervisor of the officer assigned to the call to determine whether a T.S.U. is required.
  3. If the supervisor of the officer assigned to the call requests a T.S.U. officer, the Communications Section will contact the T.S.U. duty officer or reconstructionist and advise him/her to respond. It will then be the duty of the patrol officer assigned to the call to preserve the collision scene until the arrival of the T.S.U.
  4. If no T.S.U. is available to respond, the officer initially assigned to the call will be responsible for the investigation of the collision, however, T.S.U. will assist the officer with any follow-up investigation required. Departmental and/or City-owned vehicle collisions involving departmental personnel will be investigated by the supervisor (sworn) of the employee involved.

## **II. Traffic Safety Unit Duty Officer/Reconstructionist**

The Traffic Safety Unit will maintain a duty officer and reconstructionist list for times when no officer from T.S.U. is on duty. This list will be compiled by the supervisor of the Traffic Safety Unit and a copy will be forwarded to the Communications Section.

**III. Follow-Up Investigations**

- A. A follow up investigation by the T.S.U. is necessary when a death resulting from a motor vehicle collision occurred after the initial MAARS report has been submitted.
- B. The original reporting officer will provide the T.S.U. officer with all drawings, photographs, and witness statements necessary to reconstruct the collision.
- C. The original investigating officer will assist the T.S.U. officer in completing the follow-up investigation using the following guidelines:
  - 1. Supplement the original collision report (using departmental supplement form) adding the additional information. The original case number will be used on all additional supplemental reports.
  - 2. If the hospital did not notify the Medial Examiner, the T.S.U. officer will make the notification.
  - 3. The T.S.U. officer along with the departmental Chaplain (if available) will arrange next-of kin notification.
  - 4. Complete MILES TTY report for communications.
- D. In all fatal collisions a T.S.U. officer will be present (original reporting officer when T.S.U. is unavailable) at the autopsy to answer questions, collect evidence, and to obtain the preliminary cause of death.
- E. The T.S.U. will conduct follow-up investigations on serious injury collisions, serious hit and run collisions, and collisions which are forwarded from the Commander of the Operations Bureau.

Joseph S. Johnson  
Chief of Police

References
1. Accreditation Standards 61.2.1, 61.2.2, 61.2.3, 61.2.4